

Job Title	
Green Skills Leader, John Muir Way – Level 3A	
The Role	
The role supervises a cohort of 6 Trainees per year on the Green Skills John Muir Way program. The key to achieving this will be delivering high quality line management, support, development, and training to the Green Skills Trainees recruited to the programme.	
Key Responsibilities	Core Skills and Knowledge
- Assist with the recruitment and retention of 6 trainees per year with support from the HR & Admin Support role. - Induct and line manage six trainees, tracking work experience and skills development through monthly 121 reviews. - Supervise practical bio-enhancement projects in partnership with local authority biodiversity officers and wider team. - Carry out risk assessments in relation to people and working environments. - Coordinate 10 month training programme, including on the job, in-house and accreditation, for 6 trainees. - Contribute to the structured programme evaluation including both bio-enhancement and personal and skills development of each trainee. - Adhere to project budget related to materials and equipment in line with TCV's procurement procedures. - Engage local community group(s) and trainees to devise a Green Skills JMW community project. - Work with project team and a broad range of partners to ensure effective transition for trainees at end of each programme. - Contribute to programme reporting. - Procure and manage tools, project materials and PPE for the trainees. - Adhere to people management processes in conjunction with the HR & Admin Support role and wider People Services function around prompt submission of timesheets, reporting of sickness/absence and progression against the training plan.	The skill level for this role is Intermediate, except where stated. - Communicating Effectively - Building Effective Relationships - Delivering Results - Working effectively as One Team - Valuing Diversity and Integrity - Understanding TCV and the Strategy - Delighting Customers and volunteers
Person Specification	Size and Scope
<i>This section covers any other relevant criteria, and you should demonstrate how you meet these or that you have the required qualifications (if applicable) in your application form.</i>	<i>This section covers the more specific elements of the role, such as location, hours of work and other local requirements,</i>
- Experience of leading a small team. - Previous management of a training programme/structured delivery model. - Mentoring and/or coaching young people. - A passion for supporting young people to achieve their goals.	- Local requirements - Location/travel. 1 post - Edinburgh - Hours/ days of work Monday to Friday - Driving licence essential (held for over 12 months) - This role will report to the Operations Leader.

• Knowledge and understanding of practical biodiversity projects and events. • Experience in recruiting and managing trainees and/or other stakeholders. • Experience in working in partnership with multiple organisations with potentially differing demands.	
Regulatory Requirements	TCV Values
• Adherence to TCV policies and procedures, including Health and Safety and Safeguarding. • Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. • Criminal Record History Self Disclosure and Basic check.	• Make stuff better. • Make a positive environmental impact. • Crack on and muck in. • Make a difference. • Be the best that we can be. A behavioural framework accompanies our Values that allow us to measure how we will demonstrate these through or day-to-day work. The framework forms part of our annual performance and development review (APDR) process.